

University of the Virgin Islands - Office of Financial Aid

2024-2025 STANDARD Verification Worksheet

V1 Dependent

Your 2024-2025 Free Application for Federal Student Aid (FAFSA) was

selected for review in a process called verification. Federal law states that before any Federal Student aid can be awarded, you and your parent(s) must provide copies of 2022 Tax Return transcript(s) or a signed copy of the 2022 Income Tax Return, applicable schedules and W-2 form(s) or Verification of Non-Filing Letter and other required documents to your school. The documents will be used to verify that the information reported on your FAFSA is correct. Any discrepancies will result in revision of your FAFSA. You must complete and sign the worksheet, attach all required documents, and submit to the University of the Virgin Islands Financial Aid Office. If you have questions about verification, contact us at financialaidstx@uvi.edu or 340-692-4193, St. Croix or at financialaidstt@uvi.edu 340-693-1090, St. Thomas.

What you should do

- 1. Talk to your financial aid administrator if you have any questions about completing this worksheet.
- Complete and sign the worksheet you and at least one parent.
- Submit the completed worksheet, **2022 Tax Return** transcript(s) or a signed copy of the 2022 Income Tax Return, applicable schedules, W-2 form(s) and any other required documents your school requests to your financial aid administrator.
- Your financial aid administrator will compare information on this worksheet and any supporting documents with the information you submitted on your FAFSA. You or your school may need to make corrections electronically or by using your FAFSA Summary.

*	Tax filers must submit the 2022 Tax Return transcript(s) or a signed copy of the 2022 Income Tax Return, applicable	e
	schedules and W-2 form(s)	

PARENTAL Non-tax filers must submit a Verification of Non-Filing Letter

A. Student's Identity	and Contact Information			
Last Name , First Name		M.I.	Last 4 Digits of SSN	ID Number
Mailing Address			Date of Birth	
City	State	Zip Code	Email Address	
Home Phone Number (include	e area code)		Alternate or Cell Phone Number	·

B. Dependent Student's Family Size Information

Note: Family Size is based on the number of individuals listed and claimed on your Tax Return to include:

- Yourself and your parents (including a step-parent) even if you don't live with your parents.
- Your parents' other children if any; or others claimed on the tax return.

Include the name of the college for any family size member(s) who will be enrolled in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2024 and June 30, 2025.

If more space is needed, attach a separate page with the student's name and UVI student ID number at the top.

Full Name	Age	Relationship	College/University	Will be Enrolled
Missy Jones (example)	18	Sister	Central University	Yes
		Self	University of the Virgin Islands	
Note: Additional documentation for the fa	milv men	nber(s) enrolled	at an eligible postsecondary educational institution	on may be required.

Dependent Student 2022 Tax Return Trans 2022 Return Transcript(s) or a signorequest an official 2022 Tax Return Transcript For U. S. Virgin Islanders Tax Filers: Form Revenue (BIR) offices. You may also contact St. John – (340) 777-1446. For U.S Tax Filers: Complete Form 4506T or Check here if you are attaching your W-2 For Check here if you are attaching your Verificate.	ned copy of the 20 of or Verification of No 1 4506T must be comp the VI BIR offices for a nline at www.irs.gov or rm(s) and 2022 Incom	22 Income Tax Return on-Filing Letter leted and signed by the ssistance: St. Croix – (3 call 1-800-908-9946.	rn and applicab taxpayer and sub 340) 773-1040; St.	le schedules mitted to the Bureau of Inte
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Check here if you are attaching your W-2 For	rm(s) and 2022 Incom	e Tax Return or Tax Re	eturn Transcript.	
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- Officer field if you are attaching your verificat	tion of Non-Filing Lette	i because you will not ill	le or were not requi	ired to file.
. If you did not file and are not required to file a	2022 Income Tax Retu	rn. list below vour emplo	over(s), even if vo	u were not issued a W-2 F
Were Not Employed and had no income earn		ini, not bolon your omple	oyo,(o), ovo., yo .	a word not recade a w 2 /
Employer's Name or Source of Income (Mon- your behalf to include housing, food, livin	ney received or paid on	W-2 Attached Yes/No	202	22 Income
	. g 	100/110	\$	
			\$	
			\$	
Funds received for child support and other untaxe	ad income (Cae guestien	20 8 21 on the EAESA	\	
···		,	<u> </u>	2022 Amount
Sources of Untaxed Income a. Child support received \$	2022 Amount	Sources of Unta e. Workman's Compens		\$ 2022 Amount
b. Tax exempt (form 1040 – Line 2a) \$		f. Veterans non-education		\$
c. Untaxed IRA distributions (form 1040-line 4a	<u> </u>	g. Payments to pension ((W-2 boxes 12a	\$
minus 4b)	,	through 12d, codes D, E, F,	, G, H & S)	Ψ
d. Untaxed IRA pensions & annuities (form 1040-line 5a minus 5b)	5			
o request an official 2022 Tax Return Transcrip	-	2022 Income Tax Re		able schedules able schedules
For U. S. Virgin Islanders Tax Filers: Form 4 Internal Revenue (BIR) offices. You may also	ot or Verification of No 4506T must be comple	on-Filing Letter ted and signed by the ta	turn and applic	able schedules and submitted to the Burea
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Student's Signature Date Parent's Signature Date